

Report title: EBT CARD INVENTORY ON HAND AND LAST 30 DAYS USAGE
Report aliases: Balance On-Hand\Last 30
BOH
EBT CARD BALANCE ON-HAND REPORT

Why should I run this report?

To reconcile your physical Smart Card inventory. This summary report identifies:

- how many have been used
- how many are available for assignment
- when to reorder

When should I run this report?

On a daily basis.

How do I access the report?

Select → Reports | Inventory/BOL | Balance On-Hand\Last 30 (see Figure 1).

Figure 1



Input fields (see Figure 2)

Start Date

- Required field.
- Defaults to the date that provides a 30-day report.
- Can be any past date up to and including the current date. Cannot be past the End Date. Cannot be a future date.

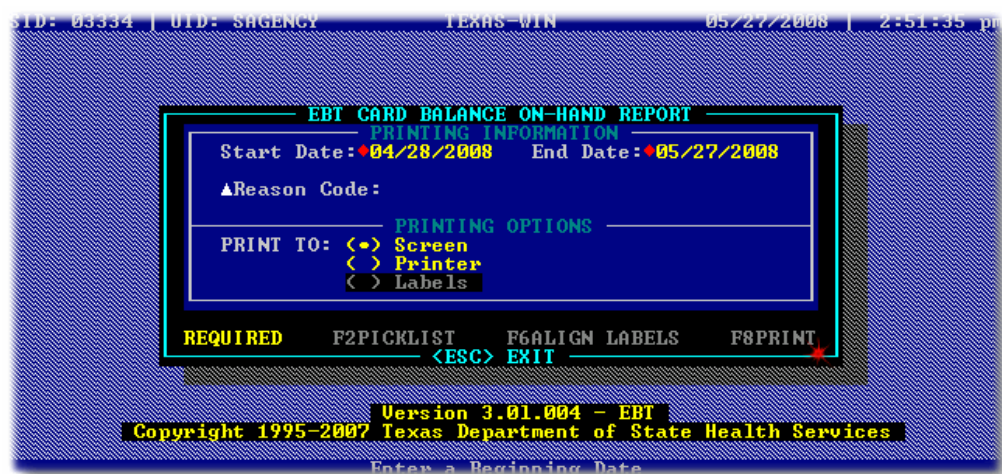
End Date

- Required field.
- Defaults to the current date.
- Can be any past date up to and including the current date. Cannot be before the Start Date. Cannot be a future date.

PRINT TO

- Required field.
- Output can be sent to either the screen or to the printer.

Figure 2



What does the report look like? (see Figure 3)

Figure 3

STATE OF TEXAS WIC PROGRAM EBT CARD INVENTORY ON HAND AND LAST 30 DAYS USAGE FROM: 04/28/2008 TO: 05/27/2008 SITE ID: 033-34 GEORGE DIETER WIC		
BALANCE <u>ON HAND</u>	REORDER <u>POINT</u>	CARDS <u>USED</u>
391	321	82

How do I interpret these results?

BALANCE ON HAND

Physical number of cards not currently used. Each box contains 300 cards.

REORDER POINT

When the BALANCE ON HAND value reaches the REORDER POINT value, you should consider ordering more cards.

CARDS USED

Number of cards used within the specified date range. To determine if a 'used' card falls within the specified date range, the computer looks to see if there has been any card activity during this date range. The term 'used' encompasses several card activities. The most common activity is when a new card is issued to a family. Other card activities include

- Hotcarding for various reasons, i.e., damaged, lost, split-family transfer, etc.
- Unlocked after a split-family transfer.

FAQ

#1 The CARDS USED value seems higher than it should. I issued only five cards within the specified timeframe but the report shows ten cards being used. Why? The term 'used' encompasses several different activities. In addition to the five you issued, you may have also had three families transfer to a non-EBT site, one card lost, and one card damaged before issuance.

Also, the number of cards used (Card Usage) during the date range is affected by cards that have been re-activated from an administrative lock. If the card was not issued from the box(es) currently in use, it will inflate the count by 1 for each card re-activation. Re-activations do not affect the Balance on Hand, but they do affect the Reorder Point. Reactivated cards include:

- Families returning to your clinic after a transfer to a non-EBT site.
- Reunited families after a split-family transfer occurred.
- Clients that are no longer considered as a dual participant.

#2 How is the REORDER POINT calculated? For the first six-months, the values represents one third of all Accepted inventory. After six-months it represents how many cards have been 'used' in the last three-months. Since the Reorder Point is based on the last 3 months usage, any missing Card records will also affect its accuracy.

#3 I've run this report at the Local Agency office and found the reorder point to be zero. Why? After the first six-months, the REORDER POINT value is based upon how many cards have been used. As the Local Agency never uses cards, this value will be zero.

#4 Does shipping a box affect the BALANCE ON HAND value? Yes. As the box(es) no longer belong to your site this value will decrease.

#5 How is the BALANCE ON HAND calculated? (Total number of Accepted boxes X 300) - (the total number of cards ever used by the clinic). This calculation is over simplified, but it is the basis of the Balance on Hand figure.

Also, keep in mind that Accepted, unopened boxes count towards the balance on hand. If a clinic only has 38 cards remaining in the box currently being used and one unopened box, the balance on hand will show 338.

#6 Can I use just this report to reconcile the full inventory at the card level? No. This is a summary report. Refer to Reconciliation Procedures for EBT Card Inventory.